

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entrance positions in the police line and involves training for and performing law enforcement duties under the supervision of superior officers. Police Officers have basic responsibility for traffic control and traffic accident investigation, for initial investigation of crimes, for the completion of records and reports relating to duties performed, and for other law enforcement duties assigned. Employees at this level are under the general supervision of a Police Sergeant and work with increasing independence as expertise is gained. This class ranks directly below that of Police Sergeant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Patrols assigned area in squad car or on foot to prevent crime and protect lives and property; performs building security checks after hours; patrols school zones at the beginning and ending of the school day; observes hazardous conditions such as fallen power lines, etc., and reports such, advising of any additional manpower or equipment needed and taking whatever remedial action possible;

Pursues vehicles which have committed traffic violations; issues traffic summonses to violators of traffic laws; stops vehicles whose drivers are suspected of operating while under the influence (DWI); administers field sobriety test;

Conducts primary investigations of traffic accidents; provides for the movement of traffic around the accident scene; interviews witnesses of traffic accidents and records information gained; examines vehicles involved in accident to determine point of impact, takes necessary measurements, and makes a sketch of the accident scene; interviews drivers of vehicles involved in accident to obtain all necessary information for accident report; determines cause of accident by assessing all information gathered;

Makes initial investigation of complaints received; protects major crime scene by keeping people and vehicles away from areas where evidence might exist; under the direction of a superior officer, makes follow-up investigations of complaints; maintains surveillance of vehicles suspected of connection with illegal

actions; notifies coroner of cases of homicide and rape;

Conducts searches upon probable cause without a warrant, using proper search techniques; executes a search warrant upon order from a superior; seizes contraband or evidence located as a result of a legal search;

Locates persons suspected of committing crimes; apprehends and interrogates persons suspected of committing crimes; makes arrests in accordance with law and established procedures--tells suspect he/she is under arrest and what the charges are, performs a field search or frisks person placed under arrest, places handcuffs on person, gives Miranda warning, transports arrested person to police station or other designated location; fills out booking forms, performs detailed search of person arrested, looking for weapons and/or contraband; takes and correctly stores property of person arrested;

Testifies in court after having received official notice to do so; reviews notes or reports in order to answer questions in court; confers with district attorney or prosecutor before appearing in court; transports to court all material to be entered as evidence;

Calls parents and requests them to be present during questioning of juveniles; interviews or questions juveniles following established procedures; makes arrests of juveniles following established procedures; turns juvenile cases over to appropriate juvenile authority;

Participates in formal or informal training conducted or sponsored by the department;

Fills in forms and completes standardized reports and records by filling in blanks with correct information; writes narrative reports by obtaining the needed information and putting it into a clear and concise form;

Checks out patrol vehicle to insure that all equipment is present; refuels police vehicle.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and must pass a civil service examination for that position.

Must be at least eighteen (18) years of age.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must have a valid driver's license.

After offer of employment, but before beginning work in this class must obtain a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by an authorized Doctor authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

ZA	05-17-82
Rev	05-23-83
	10-03-94
	06-24-97
	09-03-99
	06-25-02
	09-30-02
	12-16-